

# CROOK COUNTY ROAD AND BRIDGE

## FUEL SUPPLY BID PACKAGE

For the period of January 1, 2015 to December 31, 2015

Crook County is seeking bids for the supply of gasoline and off road red diesel fuel for the 2015 calendar year. There are four fuel stations in Crook County. The Moorcroft Fuel Station is located at the Moorcroft County Yard, at 1016 E Converse St. The Sundance Fuel Station is located at the Sundance County Shop, 501 Industrial Dr. The Hulett Fuel Station is located at the Hulett Yard at 315 Old Mill Rd. The Moline Fuel Station is located at 3105 Mona Road (County Rd #222). A 5% in state preference will be awarded. Contract will be for one (1) full year with the option to extend for another full year if both parties agree.

The following provisions must be met:

- ❖ Supplier must begin transition to straight #2 in March and transitioning to seasonably appropriate 50/50 blended fuel with winter additive in October.
- ❖ Additives and mileages will be incidental to the bid amount.
- ❖ The Moorcroft, Sundance, and Hulett Fuel Stations have 2000 gallons capacity of each tank of gasoline and diesel. The stations shall never have less than 500 gallons in inventory at any given time. The consumption rate is variable, but projected to be in the range of 300-500 gallons per week for gasoline, and 700-1200 per week of diesel at each station. Contract is for a keep full account and each station must be serviced every ten (10) days. The supplier will be called if it is foreseen that consumption would be more than usual for a period of time.
- ❖ The Moline Fuel Station at 3105 Mona Rd. has 500 gallons capacity. The consumption rate is never consistent and is determined by activity in the area, therefore it will be the responsibility of Crook County to order fuel when it is needed.
- ❖ Supplier must have necessary equipment to fill the stations as they are currently constructed. No changes shall be made to the stations to accommodate the supplier's equipment.
- ❖ The bid format is the amount charged above rack pricing at the time of delivery. Documentation of the current rack pricing must be attached to each invoice.
- ❖ Supplier must submit invoice on a monthly basis to the Road and Bridge Office by the 25<sup>th</sup> of each month.

Nothing contained in this bid documentation shall be construed to deprive the Board of the Crook County Commissioners of Wyoming of the right to reject any bid, or to refuse to award a contract to the lowest bidder, when circumstances or developments have, in the Commission's opinion, changed the bidder's qualification or responsibility.

Questions may be directed to Morgan Ellsbury, Road and Bridge Superintendent at 307-283-1441.

### RETURN BID TO:

**CROOK COUNTY ROAD AND BRIDGE OFFICE IN THE COURTHOUSE - 309 E. CLEVELAND STREET;  
OR MAIL TO: P.O. BOX 995, SUNDANCE, WY 82729.**

**BIDS MUST BE RECEIVED BY DECEMBER 1, 2014 AT 3:00PM IN THE ROAD & BRIDGE OFFICE.**

**BIDS WILL BE OPENED IMMEDIATELY FOLLOWING THE DEADLINE**

---

**ANY BIDS RECEIVED AFTER 3:00PM DECEMBER 1, 2014**  
**WILL NOT BE OPENED AND WILL BE REJECTED**

**CROOK COUNTY ROAD AND BRIDGE**

**CONTRACT FUEL SUPPLY BID FORM**

For the period of January 1, 2015 to December 31, 2015

FIRM: \_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**The following documentation is attached to my bid as required. I understand that if this bid is submitted without the required documentation that it will automatically be rejected.**

- ☐ Per Wyoming Worker's Compensation Act (W.S. 27-14-101, *et seq.*), a current Certificate of Good Standing or, if from out of state, proof of a worker's compensation insurance policy.
- ☐ Certificate of liability insurance
- ☐ Verification of good standing with Unemployment if applicable to the firm

**PRICE QUOTE:**

\$\_\_\_\_\_ above rack price.

*I acknowledge the prices submitted on this document will be valid through the 2015 Calendar year through my signature herein:*

Signature \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Required Documents Attached: \_\_\_\_\_  
Received By: \_\_\_\_\_